



04-C-0448

ATLANTA CITY COUNCIL

CATHY WOOLARD
PRESIDENT

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March 1, 2004

Ms. Rhonda Johnson
Municipal Clerk
City of Atlanta
55 Trinity Avenue – Ste. 2700
Atlanta, GA 30303

Dear Ms. Johnson,

It is my pleasure to submit Ms. Shirley A. Barnes as my appointment to the City of Atlanta's Keep Atlanta Beautiful Commission. I have attached a copy of Ms. Barnes' resume for consideration.

Please do not hesitate to contact my office should you require any additional information.

Best regards,

Cathy Woolard
President, Atlanta City Council

CONFIRMED BY

MAR 15 2004

COUNCIL

Shirley A. Barnes
1958 Rena Circle, SW
Atlanta, GA 30311
404-349-5020

OBJECTIVE

To use my computer skills and years of office experience to perform my duties and responsibilities.

WORK EXPERIENCE

Georgia Lottery Corporation – December 31, 1996 to November 14, 2003

Worked for 11 months as a Receptionist/Clerk

Four years as Administrative Assistant to the President and CEO

Two years as Administrative Assistant to the Senior VP of Corporate Affairs

Sheraton Gateway Hotel - July 1996 to December 1996

Reservations Clerk

Georgia Pacific Corporation – August 1981 – 1995

Worked for four years as a teletype/telex operator

Promoted to Secretary for Building Products where I worked for three years

Promoted to Secretary to the Director of the Metal Products Division where I worked for three years

Bethlehem Steel Corporation – 1970-1980

Started with the corporation as a Facsimile operator and was promoted to a Stenographer/Clerk for the duration of my employment there.

Atlanta School of Business – September 1968-1970

Worked as Assistant to the Director in Placement of students and as a Typing Instructor

EDUCATIONAL TRAINING

David T. Howard High School – graduated with honors in 1960

Atlanta School of Business (2-year secretarial course) graduated in August 1968

Office Automation through Bethlehem Steel Corporation in 1979

SKILLS

Computer skills: Microsoft Word, Excel, Powerpoint

RCS# 5566
3/15/04
5:35 PM

Atlanta City Council

Regular Session

04-C-0448

APPOINTING MS SHIRLEY A BARNES TO
KEEP ATLANTA BEAUTIFUL 2 YR TERM
CONFIRM

YEAS: 11
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 2
EXCUSED: 1
ABSENT 2

Y Smith	Y Archibong	E Moore	Y Mitchell
Y Starnes	Y Fauver	B Martin	Y Norwood
Y Young	Y Shook	NV Maddox	Y Willis
B Winslow	Y Muller	Y Boazman	NV Woolard

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(Do Not Write Above This Line)

A Communication by Council
President Cathy Woolard:

Appointing Ms. Shirley A.
Barnes to the City of Atlanta's
Keep Atlanta Beautiful
Commission. This appointment
is for a term of two (2) years,
scheduled to begin on the date
of Council confirmation.

CONFIRMED BY

MAR 15 2004

COUNCIL

- ☐ CONSENT REFER
☐ REGULAR REPORT REFER
☐ ADVERTISE & REFER
☐ 1st ADOPT 2nd READ & REFER
☒ PERSONAL PAPER REFER

Date Referred 03/01/04

Referred To: Committee to Council

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee _____
Date _____
Chair _____
Referred To _____

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)

Other

Members

Members

Action

Fav, Adv, Hold (see rev. side)

Other

Refer To

Refer To

Committee

Committee

Date

Date

Chair

Chair

Action

Action

Fav, Adv, Hold (see rev. side)

Fav, Adv, Hold (see rev. side)

Other

Other

Members

Members

Refer To

Refer To

FINAL COUNCIL ACTION

☐ 2nd ☐ 1st & 2nd ☐ 3rd

☐ Consent ☐ V Vote ☒ RC Vote

CERTIFIED

CERTIFIED
MAR 15 2004

CITY OF ATLANTA COUNCIL PRESIDENT

Cathy A. Woolard

CERTIFIED
MAR 15 2004

Mayor's Office

MAYOR'S ACTION